**Question One**

The table below shows the payroll list of workers in Umoja Company for a given month.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** | **F** | **G** |
| **1** | **Name**  | **Basic salary** | **Extra hours worked** | **Extra pay**  | **Amount of goods sold**  | **Commission** | **Net pay** |
| **2** | Ken  | 40,000  | 21 |  | 2,000,000 |  |  |
| **3** | Gloria  | 34,500 | 12 |  | 3,000,050 |  |  |
| **4** | Benjamin  | 54,000 | 8 |  | 44,021,500 |  |  |
| **5** | Calsin  | 44,444 | 6 |  | 1,000,000 |  |  |
| **6** | Juliana  | 111,120 | 11 |  | 450,456,150 |  |  |
|  | **Total**  |  |  |  |  |  |  |

1. Enter the above data into a worksheet and save the file as ‘**salary**’ **(13marks)**
2. Copy the work to sheet two and rename it as “**finalPayRoll” (2marks)**
3. Using a formula, calculate the Extra pay for each work given that for any extra hour that a worker does the job apart from the normal time, he/she is awarded a 0.05% of his basic pay. **(2marks)**
4. Insert a row below Juliana and enter value 0.6% in cell F7. **(2marks)**
5. Using the value that is in cell F7 as the percentage commission of the amount of goods sold, use cell reference to work out the commission of workers if it meets the following conditions **(5marks)**
6. If the basic salary is below 60,000.
7. Amount of goods sold is greater than 1,000,000.
8. Format the worksheet as follows **(4marks)**
* Borders : single line
* Headings : align 90$°$
* Make all values entered to be of one decimal place
* Apply a Kshs. currency to the basic pay column.
1. Insert a row above the name “**Basic salary”** and then merge the cells ranging from B1 to F1. Insert a title “**UMOJA PAYROLL**” in the merged cell. **(2markks)**
2. Insert a column after Net pay and name it as “**POS**”. Using the function, display the position of each worker basing on their Net pay with the one having a higher Pay as position one. **(3marks)**
3. Calculate the Net pay of each worker given that it is basic pay plus all allowances available **(2marks)**
4. Find the total of each column**.(2marks)**
5. With names as indicators, create a bar graph that compares Basic pay and Extra pay of workers. Label the graph appropriately.  **(8marks)**
6. Copy the graph to sheet three and name the sheet as “**Graph**”.**(2marks)**
7. Print the two worksheets and the bar graph. **(3marks)**

**Question Two**

The management of Western Region group intends to award certificates of participation to secondary schools that take part in the western region computer studies affairs. Assume that the management has entrusted you with the role of designing the certificate. Design the certificate on the next page bearing in mind the design styles specified below.

1. Open a Desktop program and use a suitable template with the following settings: **(4marks)**
2. Orientation : landscape
3. Units: Picas
4. Paper size: A4
5. Margins : Top and Bottom : 3.2 Picas Left and Right: 2.5 Picas
6. Create the certificate as it appears in Figure1. Save the design as WR\_Joint2024. **(44 marks)**
7. Insert your name as a header and index number as a footer **(1mark)**
8. Printout two copies of the publication **(1mark)**

